Committee on Academic Policy (CAP): Meeting Minutes

Tuesday, 10 October 2023, 2:00 pm

Meeting #6 AY2023-2024

Meeting held via Hybrid

Attendees: B. Calli (RBE, CAP chair,), F. Levey (MME), B. Servatius (MA, CITP representative), S. Wodin-Schwartz (MME), A. Gericke (Dean of Undergraduate Studies, ad interim), D. Heilman (CBC, UOAC Representative), S. Levitan '24 (Student representative), J. Dudle (CEAE, EDC Representative)

1) The meeting was called to order at 2:05 pm.
2) There was a discussion about students leaving before the term ends and arriving after the term has begun. Dean Gericke will send an email to all undergraduate students to remind them of the dates that they are expected to be on campus attending their courses during the scheduled term dates. All travel should be scheduled outside of these dates.
3) There was a review of the minutes in regards to the digital versus .pdf catalogs. The minutes were approved as amended.
4) There was a discussion about the new digital catalog. There were questions about how the faculty were, or were not, consulted in the development of the new interface. There was a request for the generation of a changes log to the catalog for each year moving forward so that these changes can be easily followed by the WPI community.

   Dean Gericke clarified that departments were asked for two rounds of feedback on the new catalog before it was published. Departments were involved with the process for 5 months. Different departments had different levels of engagement with the process.

   Nothing was knowingly changed in the new catalog other than editing to remove content that was out of date (i.e. courses no longer offered). Editorial changes were extremely limited in the conversion over to the new catalog. The current process for making changes to the catalog are as follows:
   A. If something was incorrectly transferred to the current catalog, an email can be sent to N. Blank and he will make the change to the catalog for the 24/25 catalog.
   B. If there was a significant error in the transfer process to the new catalog that must be changed immediately, N. Blank will make the update in the 23/24 catalog.
   C. Changes that need to be made through CAO or CAP must go through the standard faculty governance approval process and will be made to the 24/25 catalog.
   D. Every year, departments make standard changes to the catalog to department structure for areas such as lists of faculty and their titles and roles within the department.
   E. Each year, it would be helpful if each department checks that their motions are correctly updated in next year's catalog.

Further requests to make a change log were discussed. N. Blank will be asked to see how possible this would be.

5) The original motion to have CAP review the test blind policy stated that the data could come from institutional research and the Undergraduate Studies office. Data from admissions was not considered as a data source. It was decided that CAP would not request to review the confidential admissions rubric as a part of the test blind policy assessment. There was an additional discussion about changing the name of the test blind policy to a name that does not use the term "blind". Important locations for this change might include the admissions website. It was determined that this change is not a CAP policy change, but Dean Gericke will follow up with admissions to determine if this language is still common practice.

6) The meeting was adjourned at 2:59 pm.